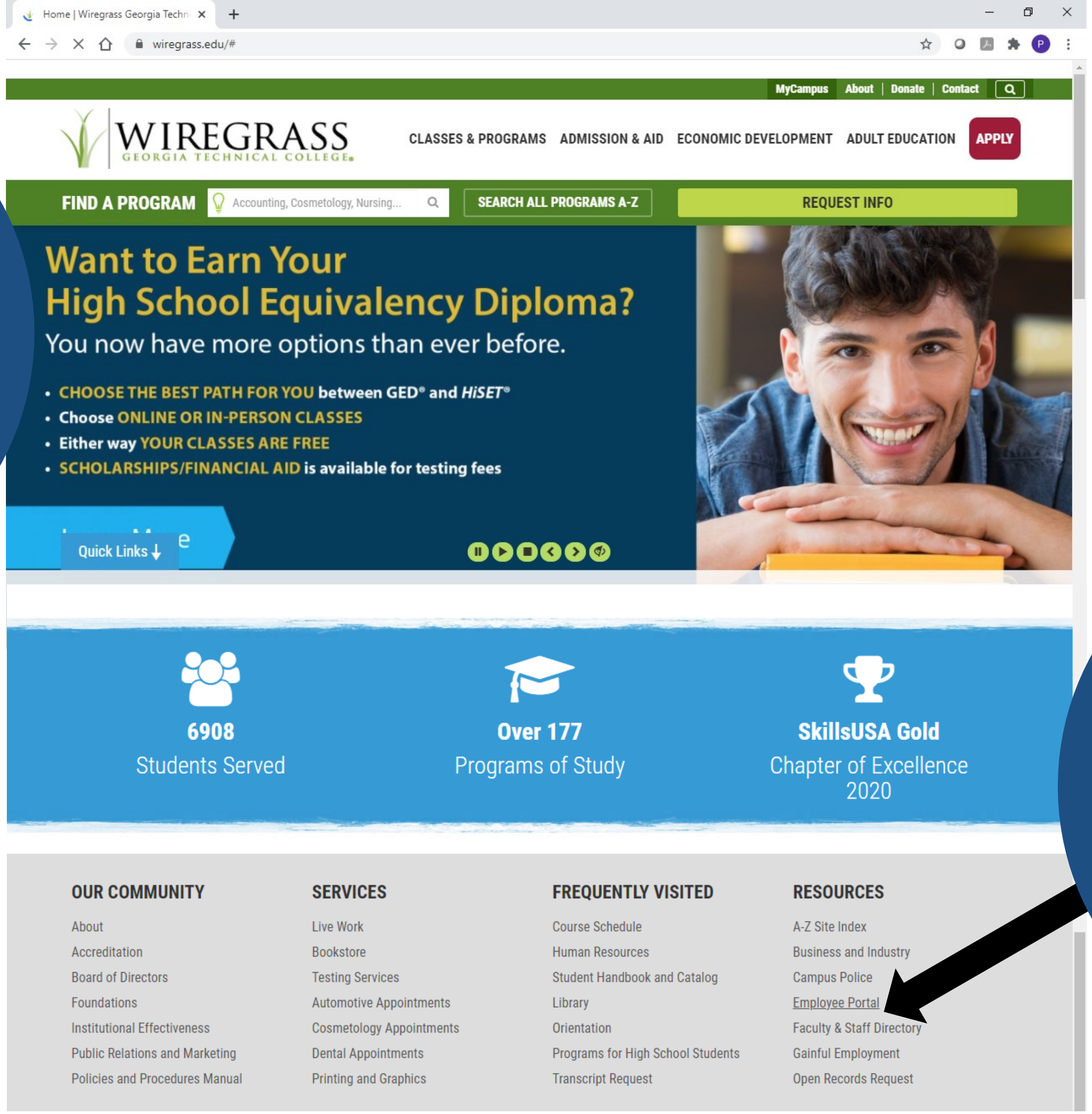
WIREGRASS

GEORGIA TECHNICAL COLLEGE®

Annual Budget Request and Approval Process

To get started, go to wiregrass.edu.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REQUEST INFO
Quick Links

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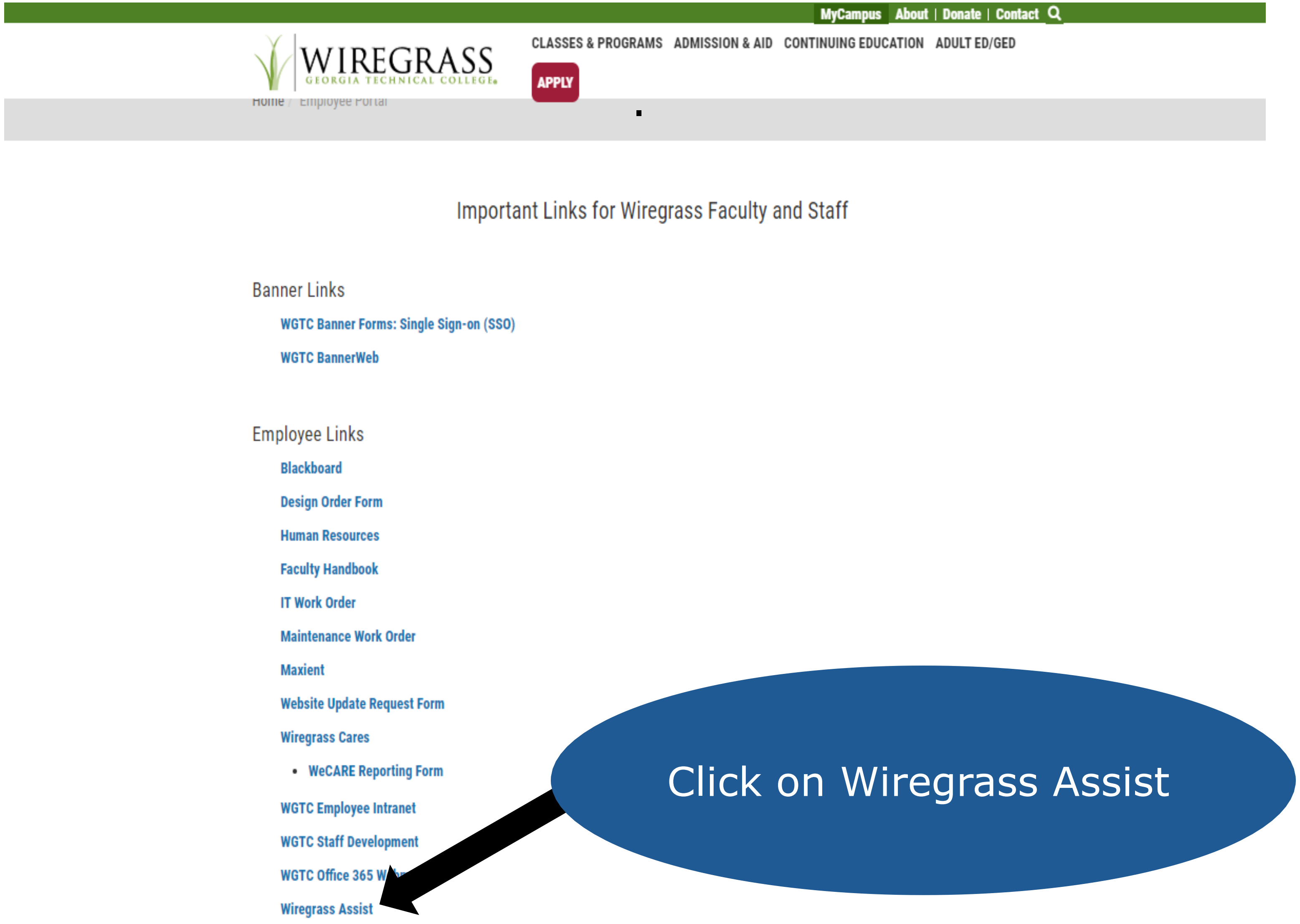
Foundations	Automotive Appointments	Library	Employee Portal
Institutional Effectiveness	Cosmetology Appointments	Orientation	Faculty & Staff Directory
Public Relations and Marketing	Dental Appointments	Programs for High School Students	Gainful Employment
Policies and Procedures Manual	Printing and Graphics	Transcript Request	Open Records Request

Then scroll to the bottom of the page and click on Employee Portal.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ADMISSION & AID
CONTINUING EDUCATION
ADULT ED/GED
APPLY
Home / Employee Portal

Important Links for Wiregrass Faculty and Staff

Banner Links

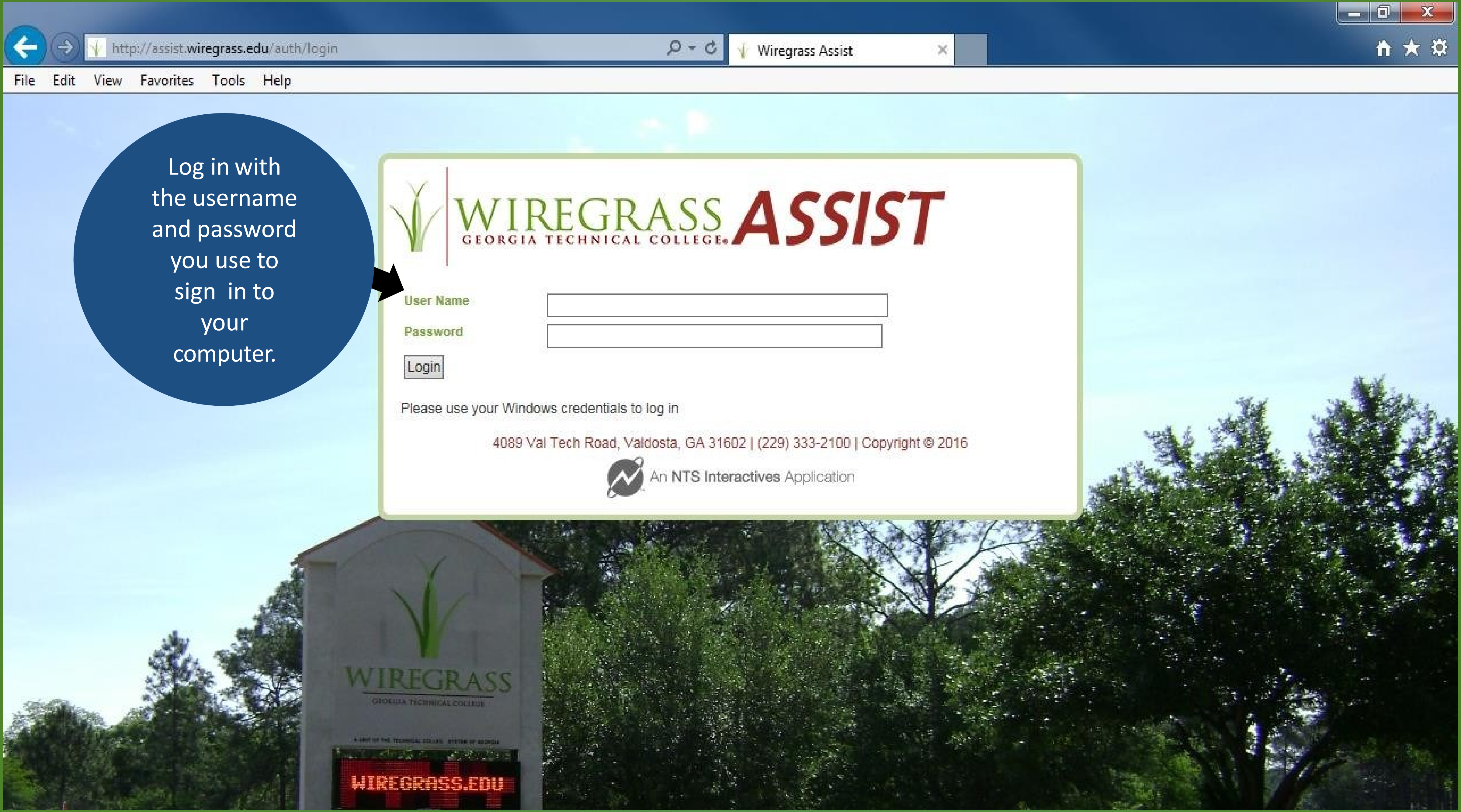
- WGTC Banner Forms: Single Sign-on (SSO)
- WGTC BannerWeb

Employee Links

- Blackboard
- Design Order Form
- Human Resources
- Faculty Handbook
- IT Work Order
- Maintenance Work Order
- Maxient
- Website Update Request Form
- Wiregrass Cares
  - WeCARE Reporting Form
- WGTC Employee Intranet
- WGTC Staff Development
- WGTC Office 365 W
- Wiregrass Assist

Click on Wiregrass Assist

Log in with the username and password you use to sign in to your computer.



http://assist.wiregrass.edu/auth/login

Wiregrass Assist

File
Edit
View
Favorites
Tools
Help
WIREGRASS GEORGIA TECHNICAL COLLEGE ASSIST
User Name
Password
Login
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Please use your Windows credentials to log in

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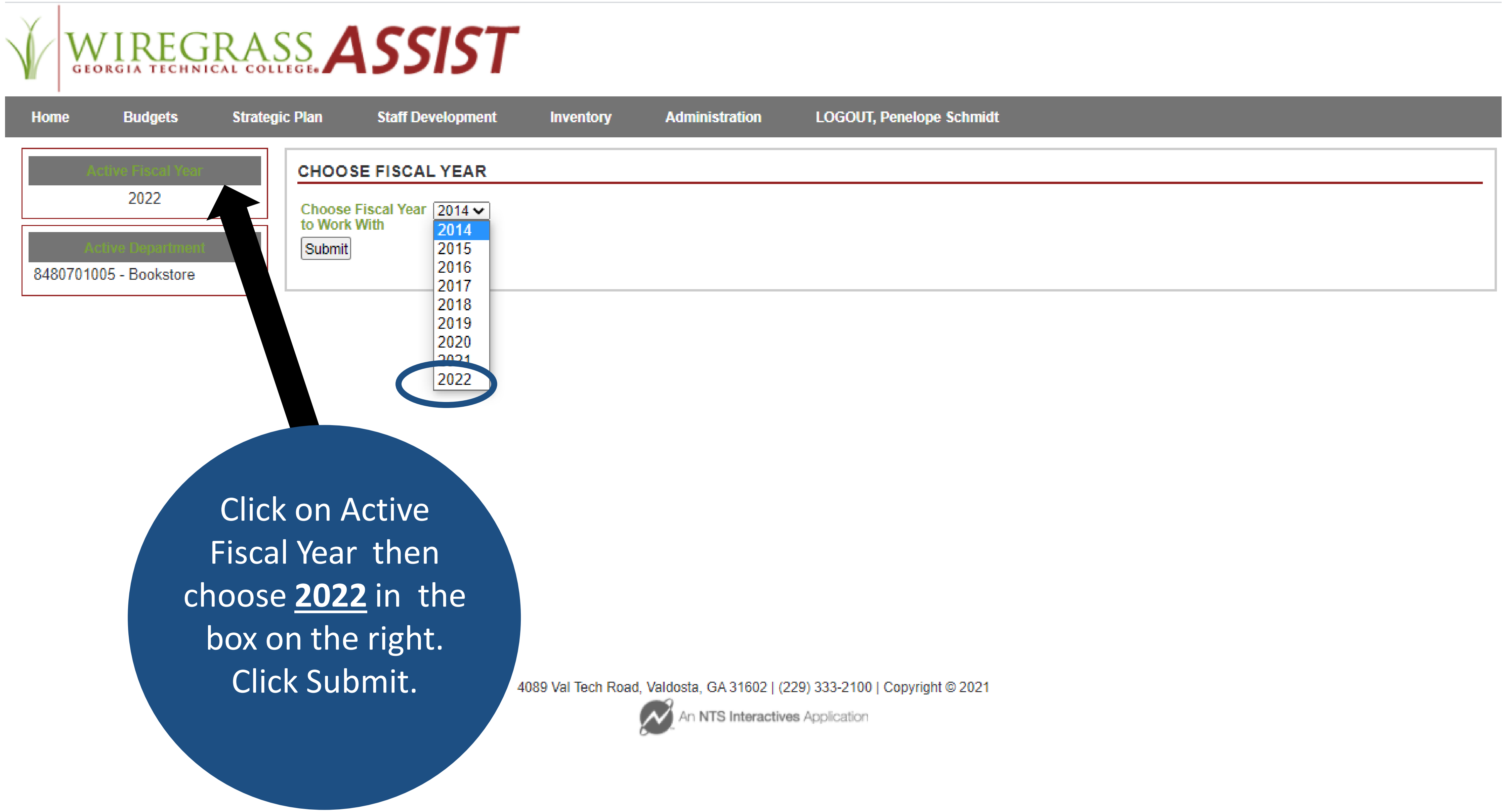
An NTS Interactives Application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LOGOUT, Penelope Schmidt
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2016
2017
2018
2019
2020
2021
2022
An NTS Interactives Application

Active Fiscal Year
2022

Active Department
8480701005 - Bookstore

CHOOSE FISCAL YEAR

Choose Fiscal Year to Work With: 2014

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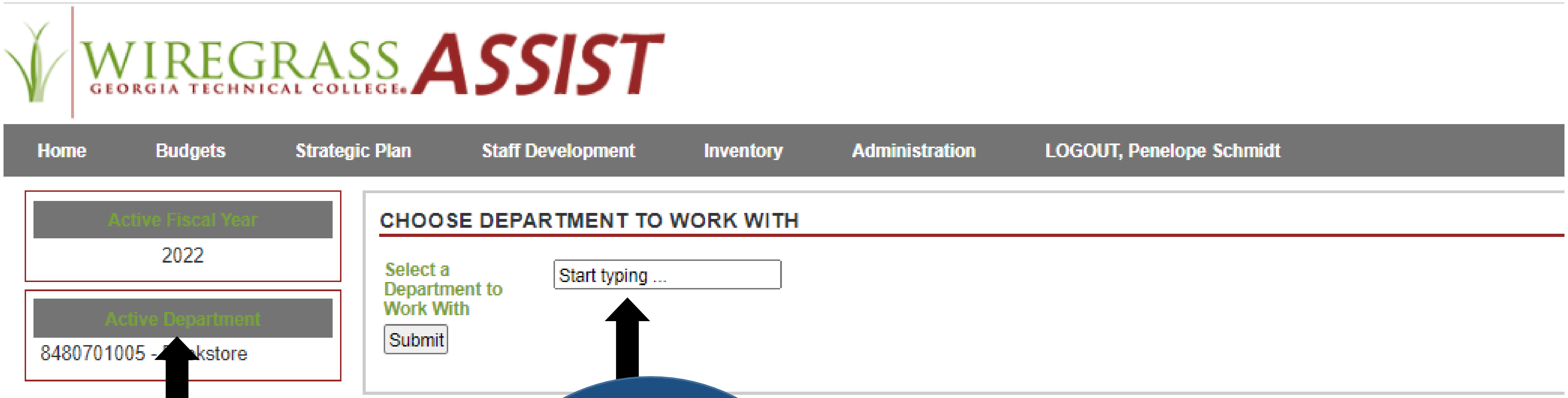
Click on Active Fiscal Year then choose **2022** in the box on the right. Click Submit.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LOGOUT, Penelope Schmidt
Submit

Active Fiscal Year: 2022

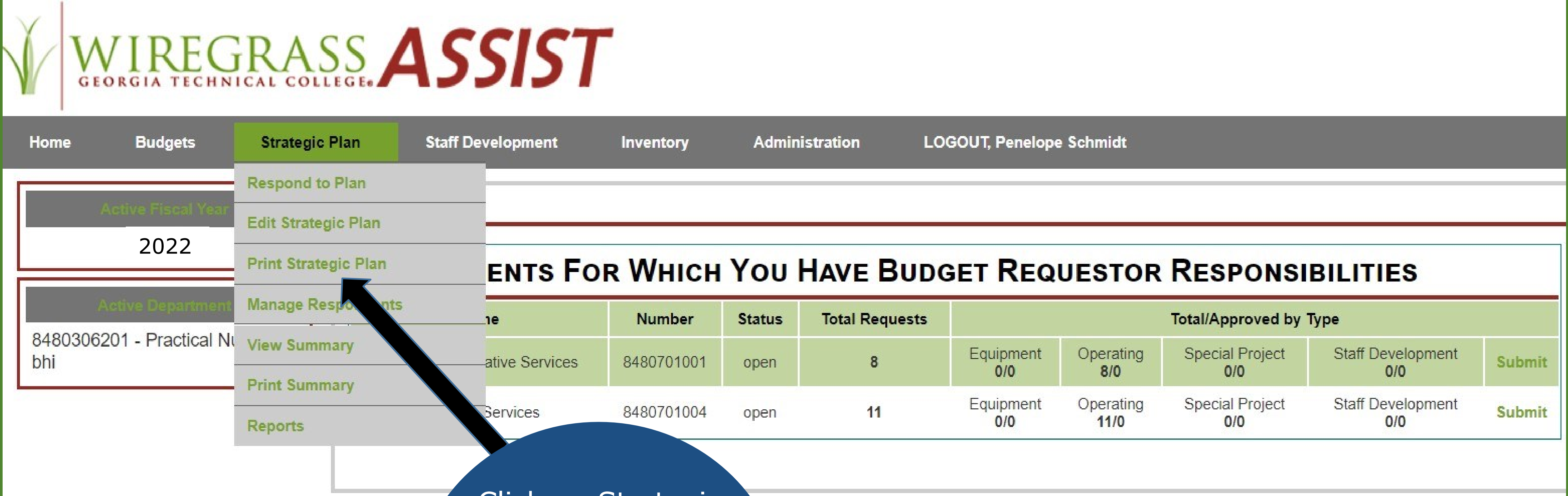
Active Department: 8480701005 - kstore

CHOOSE DEPARTMENT TO WORK WITH

Select a Department to Work With: Start typing ...

First, click on Active Department.

Then, find the department by typing the name or number of the department. Click Submit.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Respond to Plan
Edit Strategic Plan
Print Strategic Plan
Manage Resp nts
View Summary
Print Summary
Reports

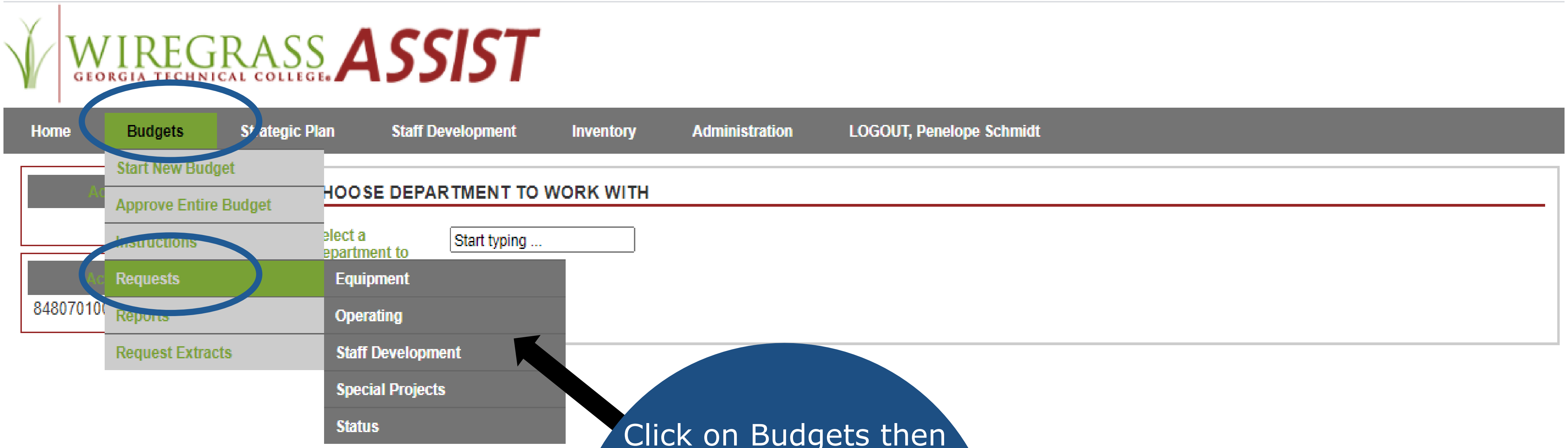
Active Fiscal Year
2022

Active Department
8480306201 - Practical Nu
bhi

Ents For Which You Have Budget Requestor Responsibilities

e	Number	Status	Total Requests	Total/Approved by Type				
ative Services	8480701001	open	8	Equipment 0/0	Operating 8/0	Special Project 0/0	Staff Development 0/0	Submit
Services	8480701004	open	11	Equipment 0/0	Operating 11/0	Special Project 0/0	Staff Development 0/0	Submit

Click on Strategic Plan then Print Strategic Plan to see the College’s goals/objectives. You will link these to your requests.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Special Projects
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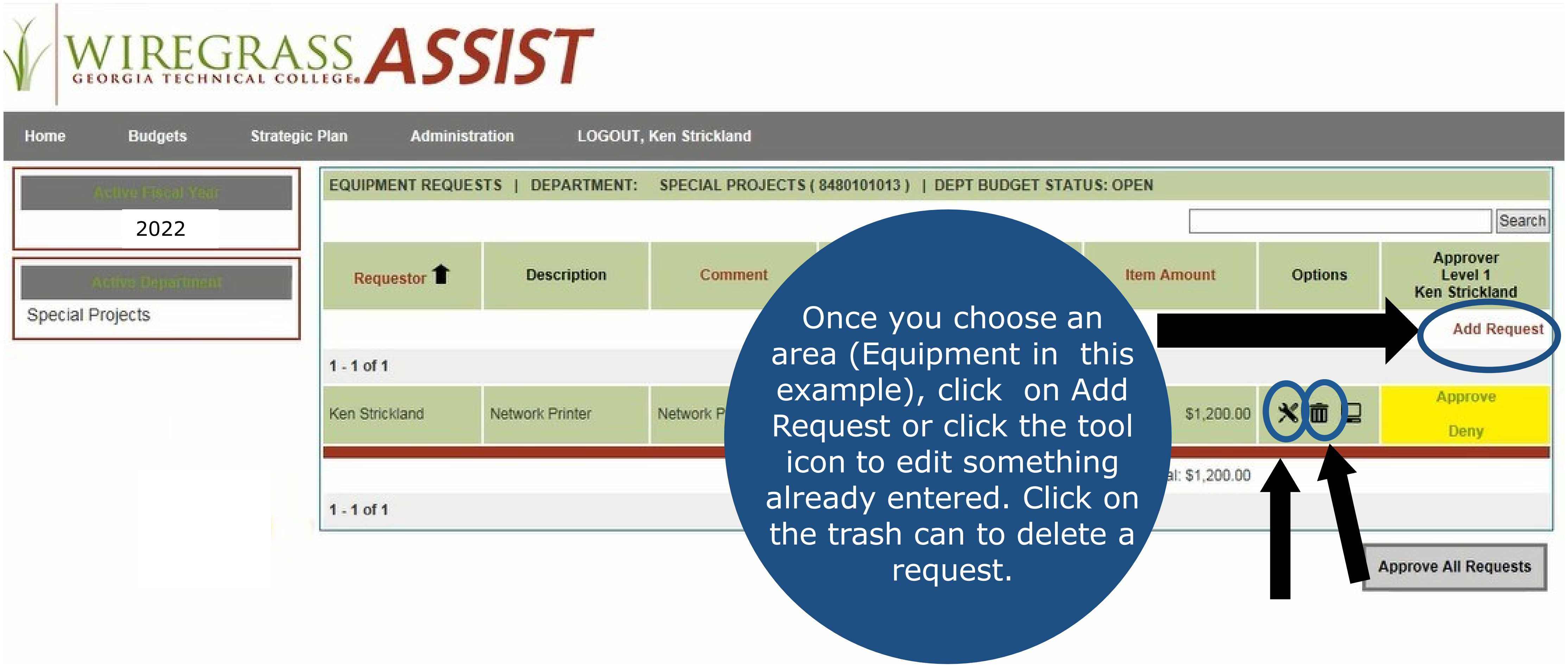
HOOSE DEPARTMENT TO WORK WITH
elect a
epartment to
Start typing ...
848070100

Click on Budgets then Requests. You can enter, edit, and delete requests for Equipment, Operating Expenses, Staff Development, and Special Projects.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LOGOUT, Ken Strickland
Search
Add Request
Approve All Requests

Active Fiscal Year
2022

Active Department
Special Projects

EQUIPMENT REQUESTS | DEPARTMENT: SPECIAL PROJECTS (8480101013) | DEPT BUDGET STATUS: OPEN

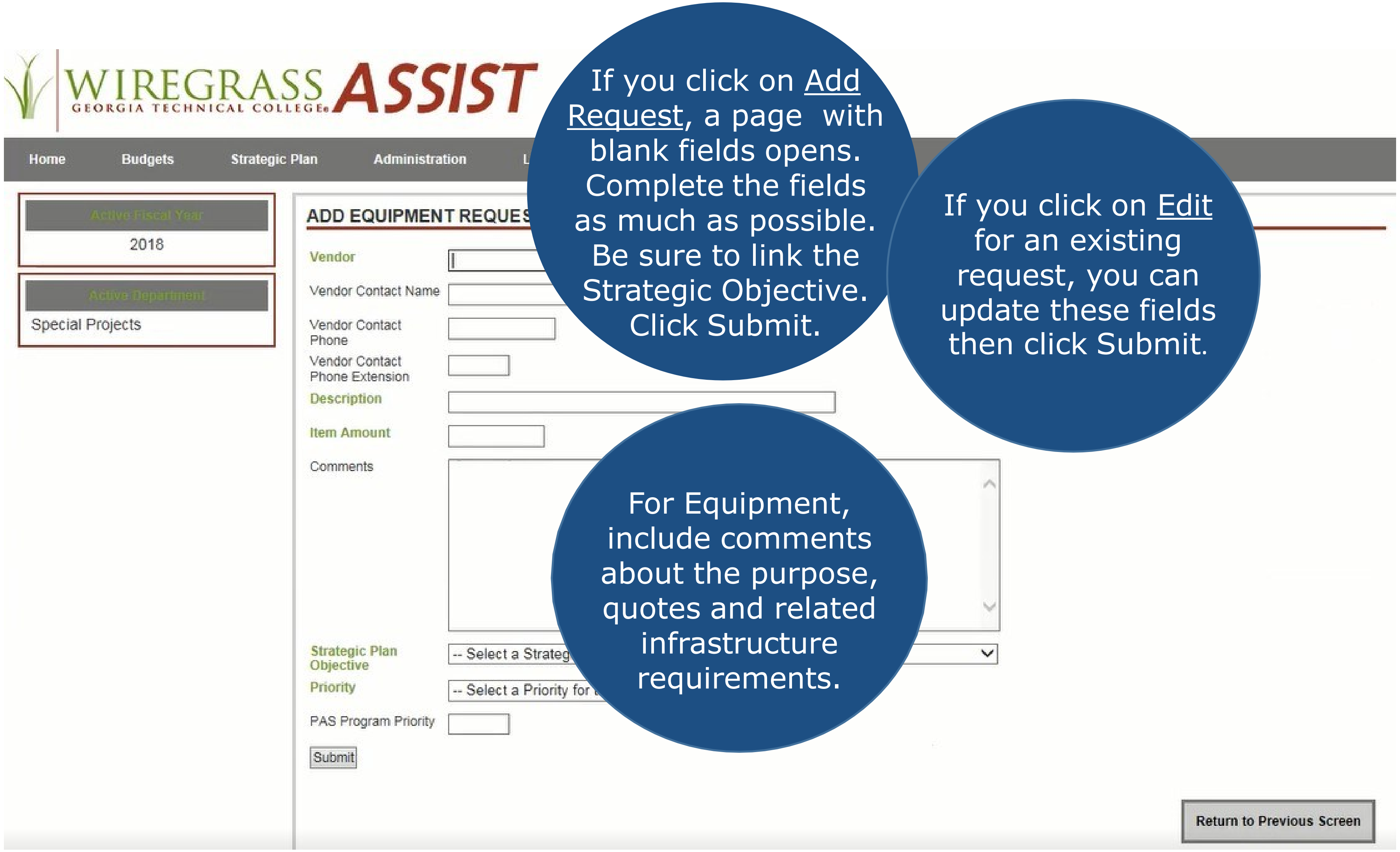
1 - 1 of 1

Requestor	Description	Comment		Item Amount	Options	Approver Level 1 Ken Strickland
Ken Strickland	Network Printer	Network P		$1,200.00		Approve Deny

al: $1,200.00

1 - 1 of 1

Once you choose an area (Equipment in this example), click on Add Request or click the tool icon to edit something already entered. Click on the trash can to delete a request.


WIREGRASS GEORGIA TECHNICAL COLLEGE ASSIST
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ADD EQUIPMENT REQUES
Vendor
Vendor Contact Name
Vendor Contact Phone
Vendor Contact Phone Extension
Description
Item Amount
Comments
Strategic Plan Objective
-- Select a Strateg
Priority
-- Select a Priority for
PAS Program Priority
Submit
Return to Previous Screen

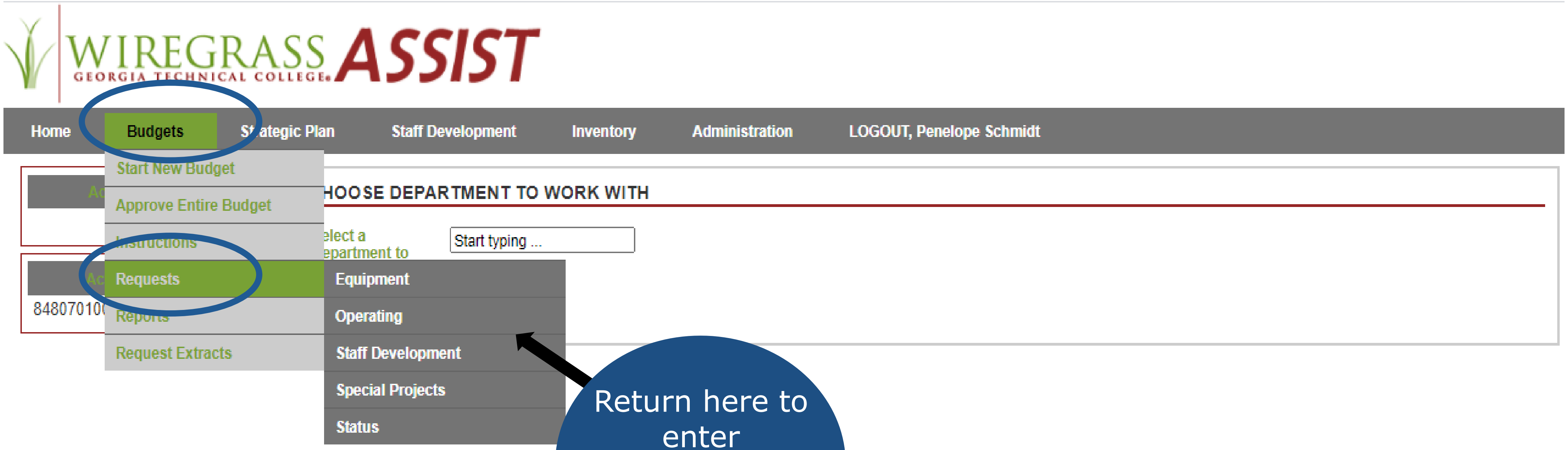
Active Fiscal Year: 2018

Active Department: Special Projects

If you click on Add Request, a page with blank fields opens. Complete the fields as much as possible. Be sure to link the Strategic Objective. Click Submit.

If you click on Edit for an existing request, you can update these fields then click Submit.

For Equipment, include comments about the purpose, quotes and related infrastructure requirements.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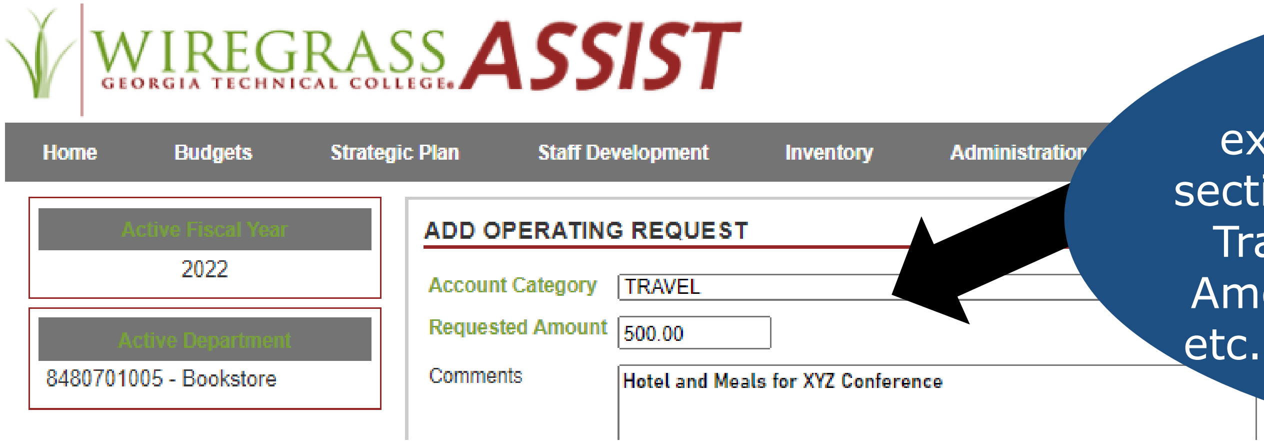
HOOSE DEPARTMENT TO WORK WITH

elect a epartment to: Start typing ...

84807010

Return here to enter Operating Requests.

Talk with your supervisor about the additional approval needed before making any equipment or operating purchases.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Active Fiscal Year
2022

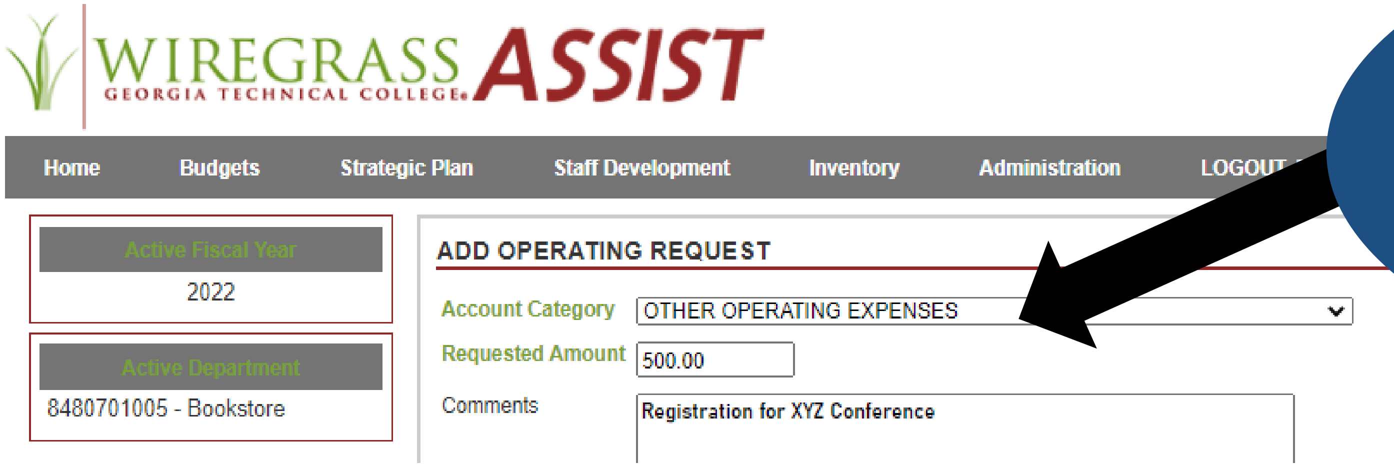
Active Department
8480701005 - Bookstore

ADD OPERATING REQUEST

Account Category	TRAVEL
Requested Amount	500.00
Comments	Hotel and Meals for XYZ Conference

Travel

If you anticipate increased travel expenses, go to the Operating request section and select the Account Category of Travel. You can increase the Requested Amount to include mileage, hotel, meals, etc. Include details in the Comments box.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LOGOUT

Active Fiscal Year
2022

Active Department
8480701005 - Bookstore

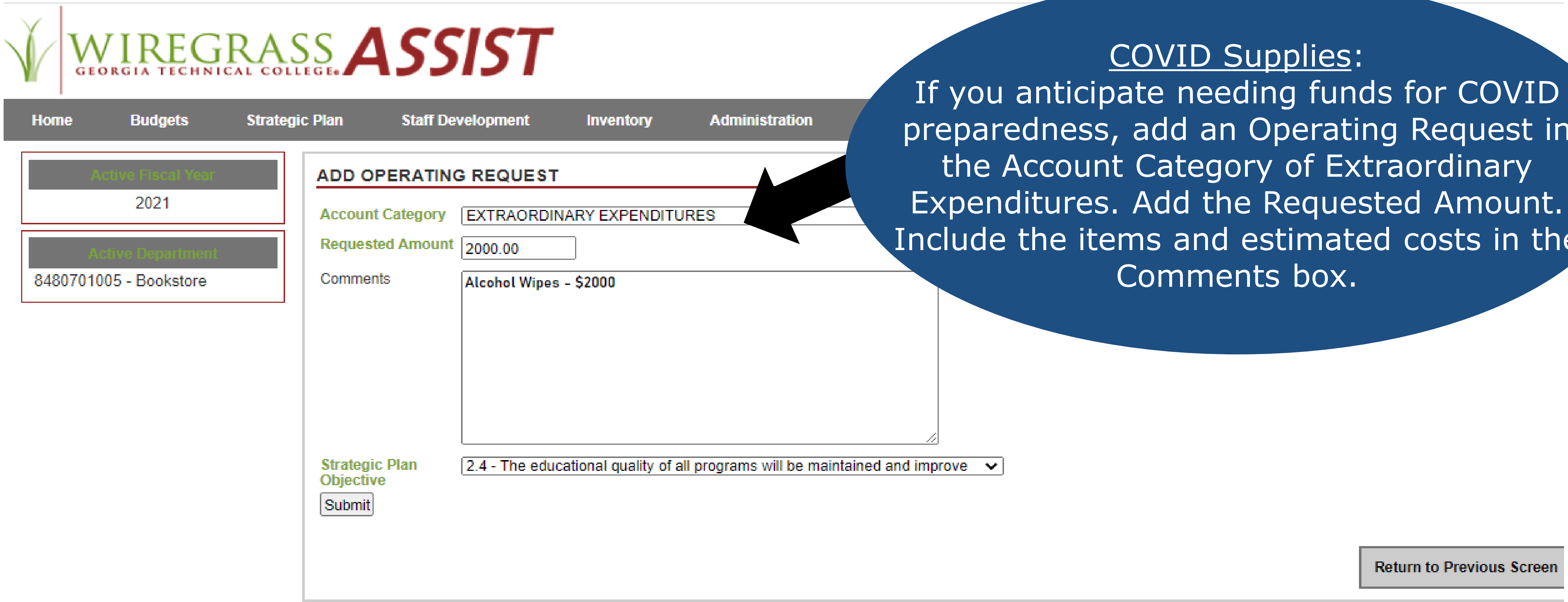
ADD OPERATING REQUEST

Account Category	OTHER OPERATING EXPENSES
Requested Amount	500.00
Comments	Registration for XYZ Conference

Registration Fees

Also in the Operating request section, you can add Registration fees. Choose the Account Category of Other Operating Expenses. Increase the Requested Amount and include details in the Comments box.

Talk with your supervisor about the additional approval needed before planning your travel.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Submit
Return to Previous Screen

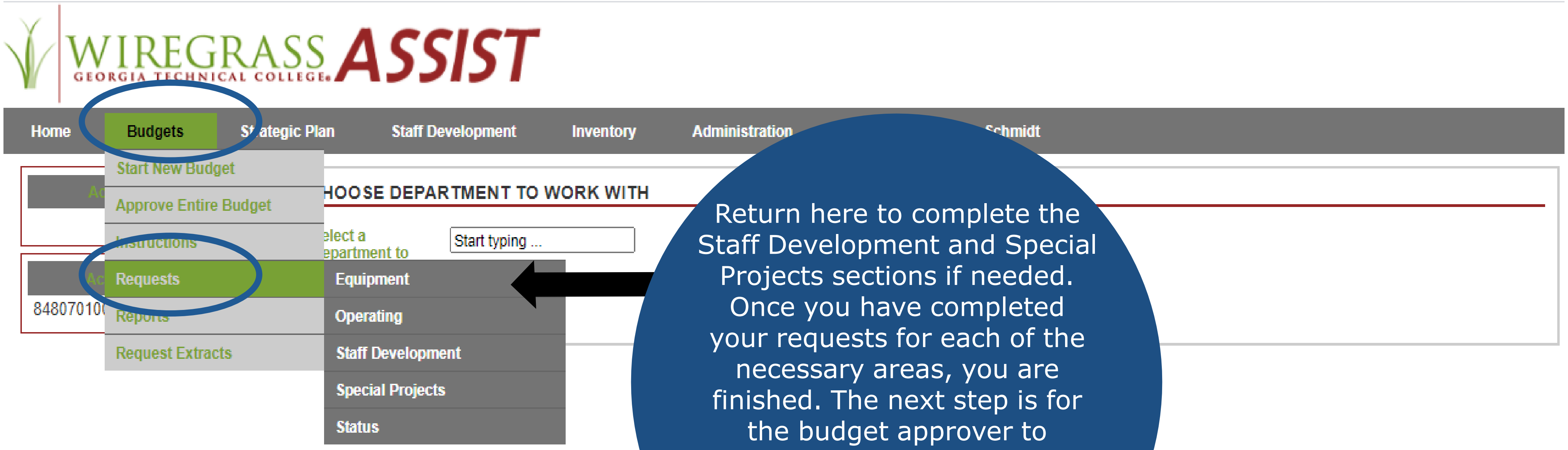
Active Fiscal Year
2021

Active Department
8480701005 - Bookstore

ADD OPERATING REQUEST

Account Category	EXTRAORDINARY EXPENDITURES
Requested Amount	2000.00
Comments	Alcohol Wipes - $2000
Strategic Plan Objective	2.4 - The educational quality of all programs will be maintained and improve

COVID Supplies:
If you anticipate needing funds for COVID preparedness, add an Operating Request in the Account Category of Extraordinary Expenditures. Add the Requested Amount. Include the items and estimated costs in the Comments box.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HOOSE DEPARTMENT TO WORK WITH
elect a
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Start typing ...
848070100
Equipment
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Staff Development
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Status

Return here to complete the Staff Development and Special Projects sections if needed. Once you have completed your requests for each of the necessary areas, you are finished. The next step is for the budget approver to review, edit, and deny/approve the requests.

Remember this process is for planning only. Even if the budget requests are approved, talk with your supervisor for additional approvals.

For Budget Approvers

- Review the Equipment, Operating, Staff Development, and Special Projects requests and discuss with the requestor as needed.
- Are there any additional costs, such as infrastructure or accessories, that would impact the cost? Include these in the Comments box.
- Edit the request if needed by clicking the edit (tool) icon.
- You can also add a new item to the request by clicking on Add Request.
- Be sure each request is linked to the Strategic Plan.
- You are then ready to click on Approve or Deny to the right of each request. This cannot be changed except by a subsequent approver.
- Printing is optional. If you want to print the request, use the file, print commands in your browser. It is also helpful to use the print preview command to fit it on the page.
- When you are satisfied with the request, click on Home in the gray bar. Find the department that you reviewed and click on Submit on the right. When asked if you are sure you want to submit, click on the check mark.
- Once you have done this for each of your departments, you have finished the process!

Completed!

Thank you for doing your part in the annual budget planning process!

WIREGRASS

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